

Section 1 - Identification of Contact

I, _____ born on _____
Full name (day /month/ year/)

with Treaty Status # or SIN # _____ request the release of Harvest Subsidy Payout cheque.

Section 2 - Contact Information:

My Mailing Address:

Street PO Box Community Province Postal Code

Email Address:

Cell Phone #:

Home Phone #:

Section 3 – Children (under 17 years old) or Legally Incompetent Person:

I am authorized to accept Harvest Subsidy Payout as a parent, or legal guardian of child(ren) under 17 years old or legally incompetent person(s) listed below:

Full Name: _____ Date of Birth: _____ Treaty Status # or SIN # _____

1

2

3

4

5

If you need add more names please use page 2. If this does not apply to you please proceed to Section 4 below.

Section 4 – Method of Payment:

Pick up Tłıchq Government:

- Behchokò Head Office
- Gamètì Presence Office
- Wekweètì Presence Office
- Whatì Presend Office
- Yellowknife Office

Mail to address below:

Direct Deposit:

Attached direct deposit / Pre-authorized payment Form or enter

Transit #(5 digits):

Bank # (3 digits):

Account #:

Section 5 - Signature:

I certify that the information provided is, to the best of my knowledge, true, correct and complete. I acknowledge that this information will be updated the Enrolment Database.

Name: _____
Print Name Signature Date

**All information is require on this form. Request must be completed in full to avoid any delays in processing.
 Additional information my be requested to process request.**

Corporate Services Office use only:	Cheque #:	Dated issued:	Initial:
Cheque Amount:	Number of Citizens	X	=
		Amount per person	Total Amount

Section 3 – Continuation for Children (under 17 years old) or Legally Incompetent Person:

I am authorized to accept Harvest Subsidy Payout as a parent, or legal guardian of child(ren) under 17 years old or legally incompetent person(s) listed below:

Full Name:	Date of Birth:	Treaty Status # or SIN #
------------	----------------	--------------------------

6

7

8

9

10

Please note the *Tłichq Government Administrative Policy and Procedure* section 5.16 states the following:

1. Definitions
“Harvesting subsidy payout” means the payments approved by CEC from IBA monies for Tłichq citizens to subsidize harvesting
2. Authority and Application
This policy is made under the authority of the Chiefs Executive Council and applies to all IBA payments to Tłichq citizens for harvesting subsidies
3. Purpose and Position
The purpose of this policy is to determine guidelines for re-issuing cheques from previous years. It is the position of the Tłichq Government that re-issuing stale-dated cheques for harvesting subsidies creates an administrative burden
4. Requirements
 - a. Corporate Services employees will make every effort to contact recipients of any harvesting subsidy payout cheques that have not been cashed within 6 months of being issued and verify the recipients mailing address and or banking information.
 - b. If the recipient of an outstanding cheque can not be located and/or if the cheque is stale dated, at year end, the cheque will be removed from the outstanding cheque list and funds will be reimbursed to the Tłichq Government’s general account.
 - c. Cheques will not be reissued more 90 days after the year-end in which they were stale-dated.
 - d. **It is the responsibility of Tłichq citizens to update and keep current their contact information with the Enrollment Coordinator.**

Return Form to:

Sherrí Zoe, Finance Services Manager of Department of Corporate Services, Tłichq Government
Address: PO Box 412, Behchokò, NT X0E 0Y0
Fax: 867-392-6862
Email: harvest@tlichq.com

For more information please contact Sherrí Zoe, Finance Services Manager of Department of Corporate Services, Tłichq Government at sherrizoe@tlichq.com or by phone at 867-392-6381 ext 1314